

Vermont Psychiatric Care Hospital Procedure	
Two-Way Radios and Cell Phones	
Revised: X	Date: 04/07/14

Two-way radios and cell phones are provided for staff communication at the Vermont Psychiatric Care Hospital (VPCH).

The Facility Operations Coordinator is responsible for the overall management of VPCH-provided two-way radios and cell phones.

Two-Way Radios

Two-way radios shall be docked in the Nurses' Station and maintained by nursing.

The on-duty Nursing Supervisor shall ensure that each two-way radio is tested for battery charge and functionality during the first hour of each work shift.

The member of the nursing staff who tests the two-way radios shall document the results of testing in a logbook maintained for this purpose.

Cell Phones

Cell phones shall be docked in the Admissions Office and maintained by Admissions staff.

Before providing a phone to a staff member, a member of the Admissions staff shall test each cell phone for battery charge and functionality and document the results

Addressing Concerns or Problems

Problems or concerns regarding radios and cell phones are to be reported immediately to the Facilities Manager.

If the Facilities Manager is not immediately available, report concerns or problems to the on-duty Nursing Supervisor.

Repair and Routine Maintenance

Two-way radios and cell phones shall be maintained consistent with the manufacturer's recommendations and replaced as necessary.

Approved by VPCH Policy Committee	Approval Date: April 7, 2014
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